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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Planning Staff, OL

DATE: 28 September 1961

FROM : Deputy Chief, Building Planning Staff, OL

SUBJECT: Report to President's Foreign Intelligence  
Advisory Board (1 April through 30 September 1961)

1. Since the last report the superstructure contractor has completed an additional 18 per cent of the new headquarters building, bringing completion of construction to 96 per cent as of 30 September 1961. The latest official estimate for completion of the south half, as furnished General Services Administration, Public Buildings Service, by the contractor, is 1 January 1962.

2. Moving schedules and plans, together with instructions and forms, were developed and inventories furnished GSA for contracting the first two phases of the move. The first phase began on 19 September and by 8 October all components in the area of the Roosevelt Island Bridge approaches will be moved.

3. The Staff coordinated the engineering and installation of the auxiliary telephone system, linking the Agency on a secure communications channel to other intelligence agencies. It also furnished technical assistance and coordination in the development, testing, and installation of the 200KW and 30KW instantaneous generators.

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4. During the period of this report the Staff produced five information and contract drawings, and made a final review of all furniture layouts for the building. Telephone service orders and wiring diagrams were completed for 45 per cent of the building, bringing the total to 90 per cent. Special requirements for power were reviewed, and service fitting locations sent to the Construction Engineer, PBS, for 48 per cent of the building, bringing the total to 86 per cent.

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